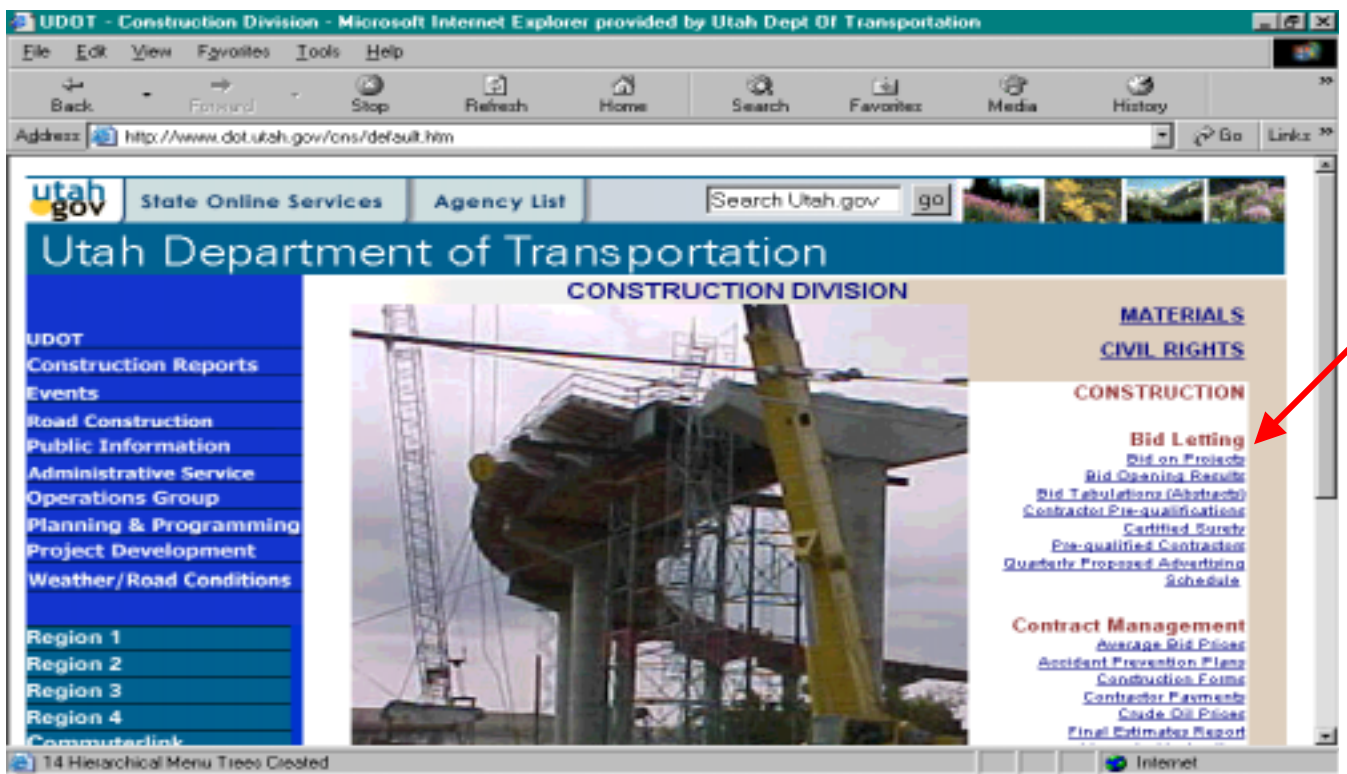


## Download a Project

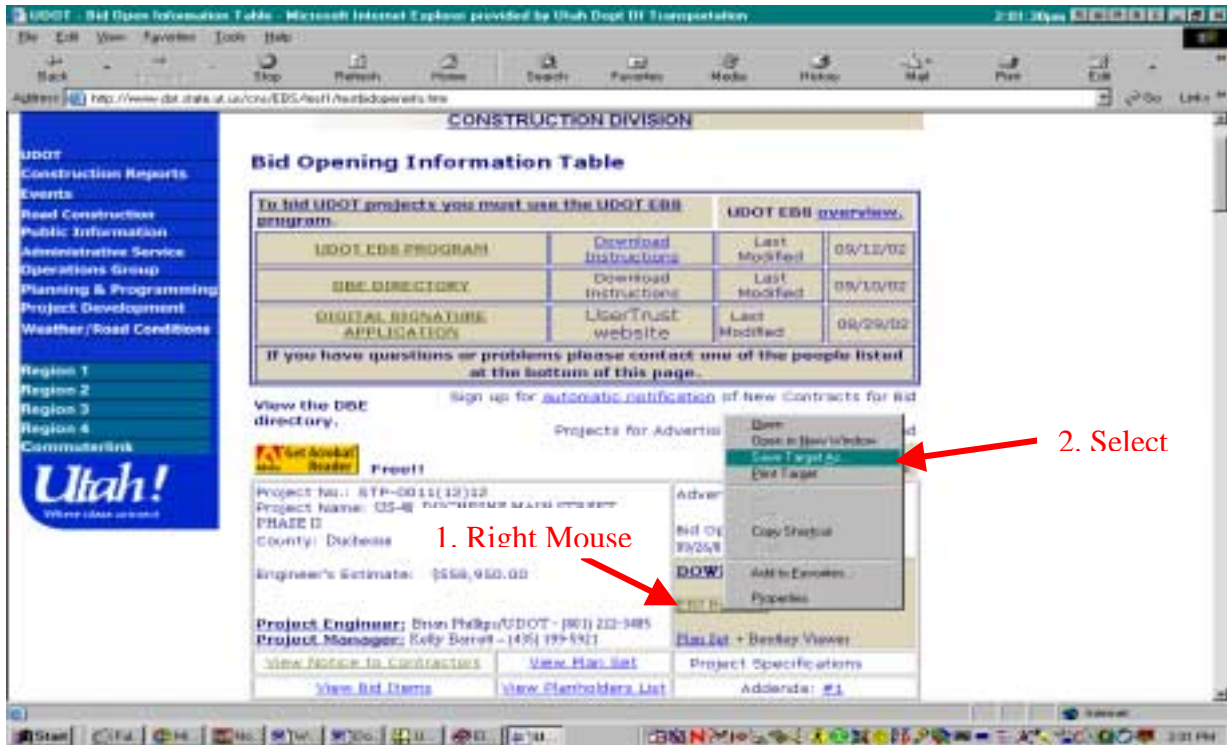
The first step in preparing a bid is to download a project item data file (project file) from UDOT's Website. The project file contains all items and quantities for bidding of the project. The project file only has to be loaded once unless an addenda is created that affects the project's item data file. If the project item data is changed, a new download must be done for the project to include the changes. The project's item data file must contain the latest addenda to be considered a valid bid.

Steps to download a project's item data file (project file):

- 1) Establish a connection to the Internet.
- 2) Open your browser (Internet Explorer or Netscape).
- 3) Enter the following URL into your browser Address window:  
[www.dot.utah.gov/cns](http://www.dot.utah.gov/cns)
- 4) Click on the link labeled 'Bid on Projects'.



- 5) You may also go directly to the 'Bid on Projects' page by typing the following URL in the browser Address Window:  
<http://www.dot.utah.gov/cns/bidopeninfo.htm>.

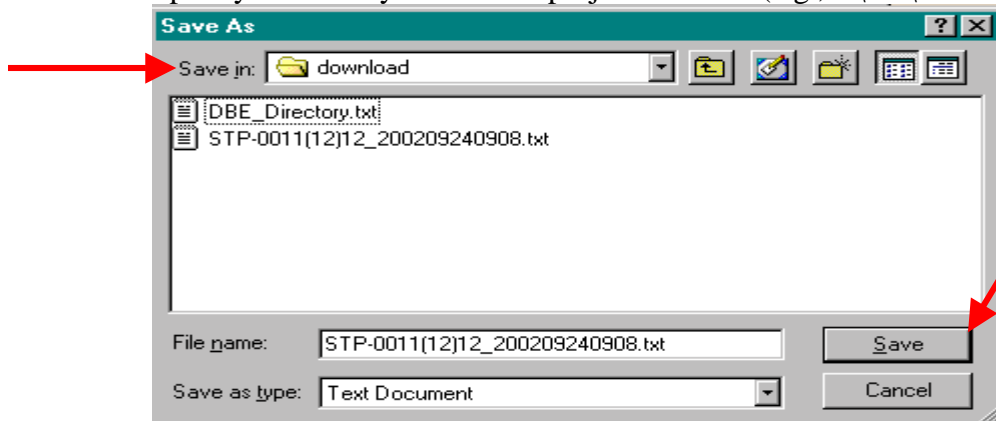


- 6) Save the project item file.

The save is a little different depending on which browser you are using.

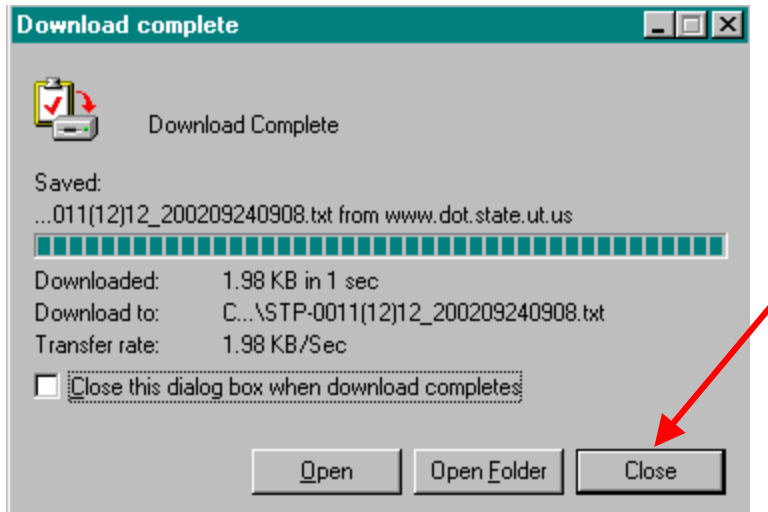
If Internet Explorer is used, select Save Target As... from the right-click drop-down menu on the link labeled 'EBS Bid Items' for the project you want to download. If Netscape is used, select Save this file to Disk from the left-click drop-down menu on the link labeled 'EBS Bid Items' for the project you want to download and then click 'OK'.

Specify a directory to save the project item file (e.g., c:\ebs\download).



**Note:** Choose the same directory for saving your project item file that will be used for saving the downloaded DBE Directory.

- 7) After the download has completed, click 'Close'. You may also close the browser at this time.



After the project item data file (project file) has been downloaded from UDOT's website, the project file must be associated with a Contractor ID and loaded into the EBS software (refer to **the Construction Project Bidding Program** (EBS software), **'Help', 'Bid Preparation', 'Load Project Items '**, for additional information).